

The Ideal Candidate

The ideal candidate should have a strong track record of success and proven executive leadership in a senior management position in a large complex private or public sector environment. He or she will also be results-oriented with a direct, yet, collaborative work style and effective in facilitating successful outcomes from a variety of interested parties and stakeholders.

The selected individual will be nimble and flexible in addressing new and complex issues in a dynamic environment. and will work collaboratively and effectively with a diversity of other committed individuals including elected officials, state and federal counterparts, and members of the community.

Qualifying Education & Experience

Five years of highly responsible administrative experience in a large and complex private, public or governmental agency performing complex analysis and resolution of problems related to organization, project management or other governmental programs. One year of the qualifying experience must have included planning, organizing, directing and evaluating the work of a division; and also directing the administration of a variety of services, programs, and projects within the division.

LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Extensive knowledge of socio-economic and other factors influencing issues of homelessness in a large geo-political area.
- Demonstrated experience designing and implementing social services programs and outreach strategies in a large and diverse geographical area.
- Demonstrated ability to direct technical and professional staff in the development of strategic plans with multidimensional implications and areas.
- Extensive leadership experience directing and managing multidisciplinary teams in the development and implementation of specialized projects and programs.
- Experience working with elected officials, public and private agencies to develop plans and strategies aimed at providing specialized services to population segments.
- Extensive knowledge of federal, state, and county government structures and functions, and their programs and services.
- A Bachelor's degree in Business Administration, Public Administration or closely related field.

Selection Process

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience and Desirable Qualifications sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Materials received by August 16, 2016, will be given first consideration. Electronic submittals are strongly preferred and should be submitted to:

CEOExecRecruitment2@ceo.lacounty.gov

**Please indicate the position title of
Assistant Chief Executive Officer (UC)**

**Homeless Initiatives
in the subject line of your e-mail**

Hardcopy submittals by mail or hand delivery should be addressed to:

Stacey M. Winters

County of Los Angeles Chief Executive Office
500 West Temple Street, Room 785
Los Angeles, CA 90012

You may also fax your application to:
Stacey M. Winters at (213) 613-0744

**Confidential inquiries welcomed to :
Stacey M. Winters**

**Email: swinters@ceo.lacounty.gov
Telephone (213) 974-2617**



The County of Los Angeles is accepting resumes for

ASSISTANT CHIEF EXECUTIVE OFFICER OFFICE OF HOMELESSNESS (UNCLASSIFIED)



**Open from August 2, 2016 - until filled
Annual salary: \$180,485 – \$273,178**

The County of
Los Angeles

The Position

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a nonpartisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 31 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 34 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2016-17 is over \$28 billion, with funding for approximately 108,000 positions to serve its diverse population.

The Chief Executive

The Chief Executive Office is responsible for a wide range of activities, including managing and directing budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs and intergovernmental relations, risk management, strategic planning, and countywide communications. In addition to the countywide budget, the CEO oversees a departmental budget in excess of \$108 million, with 489 budgeted positions.

This unclassified position resides in the Chief Executive Office, Strategic Integration Branch. The position provides executive leadership to the operations of the Office of Homelessness within the CEO for the development and implementation of comprehensive strategies and programs aimed at ensuring the achievement of the Board of Supervisors priorities in the areas of combating homelessness within the County of Los Angeles.

The Position provides strategic direction to the County in policy analysis and development, including revenue generating legislation and taxes aimed at supporting operations focused on combating homelessness, and driving better outcomes for the County.

Examples of Key Duties

- Provides leadership, strategic oversight and direction to the daily operations of professional staff of the Office of Homelessness, and the County's community services providers and stakeholders execution of Board approved Homeless Initiative strategies.
- Provides support and direction to County departments and the Board in coordinating programs aimed at preventing homelessness, providing subsidized housing, outreach and engagement, and effective housing policies targeted at the homeless.
- Provides support to County departments and entities related to accessing federal and state benefits to increase income and employment for the homeless population.
- Leads research activities related to prevention initiatives and innovative interventions aimed at preventing or reducing homelessness within the County.
- Liaises with state and local government on identifying and refining viable revenue generating proposals and/or legislation to combat homelessness.
- Provides oversight for data gathering, analysis and development of recommendations on potential ballot measures and taxes that could provide ongoing, dedicated revenue streams to the County to address homelessness.
- Leads the development of strategic partnerships with local, state and national stakeholders, non-profit agencies, governmental, non-governmental, and private sector entities to leverage resources, and advance complementary strategies aimed at combating homelessness.
- Leads the development and implementation of strategies aimed at ensuring the availability and ease of access to housing, and supportive services programs for homeless individuals that are the most frequent users of County social services.

Compensation and Benefits

Compensation: \$180,485 – \$273,178 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range R19.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SOCIAL SECURITY ACT OF 2004 Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213.

Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

<http://hr.lacounty.gov>.

